



Barwon CASA
Counselling
Services



BARWON CENTRE AGAINST SEXUAL ASSAULT POSITION DESCRIPTION

Title:	Training Officer
Reports to:	Training and Gender Equity Coordinator
Employment Status:	Ongoing
Time Fraction:	Part Time 0.8
Location:	Geelong
Date:	January 2018

ORGANISATIONAL OVERVIEW

Established in 1978, the Barwon Centre Against Sexual Assault (Barwon CASA) is a specialist sexual assault and family violence service with office locations in Geelong and Horsham. Recently Minerva Community Services (Minerva) merged with Barwon CASA. The new organisation will operate under a new name in 2017.

The new organisation will strengthen and further enhance the services offered to clients and improve the effectiveness of both organisations in an external environment that is characterised by change and that is likely to offer new opportunities as a result of the Royal Commission into Family Violence.

Services provided by our organisation include crisis support, case management, specialist counselling and secure housing for women and children who have experienced family violence; specialist counselling to adults, young people and children who have experienced sexual assault either recently or in the past and to their non-offending parents, partners, family and friends; 24-hour crisis care for victims of recent sexual assault, including advocacy and access to medical care and justice services.

Our organisation holds a strong commitment to the prevention of gender based violence and we offer support for respectful relationship programs and promote gender equality to address violence supportive attitudes and cultures.

Our service models are informed by feminist philosophy and we provide empowering, respectful and inclusive services and are committed to practice excellence. We offer community education, professional development and specialised training across the sector in the prevention of and response to, gender based violence. This has included international learning exchanges.

We are an incorporated not for profit community organisation governed by a Board, with membership comprising prominently of local corporate, government and academic representatives and community members. Funding is largely provided by the Victorian Department of Health and Human Services. There is approximately 70 staff employed by the organisation across the Barwon and Wimmera Districts.



We value our staff and strive to offer a positive, flexible and respectful workplace. We encourage continuous learning, growth and development and seek to achieve excellence in outcomes and organisational objectives.

Barwon CASA is a partner in the Barwon Multi-Disciplinary Centre (MDC) based in Geelong. The Barwon MDC is a highly successful model of co-location between CASA, Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT) and staff from the Department of Health and Human Services, Child Protection. In this specialised model partner organisations work to support adult and child victims from first disclosure of sexual assault to investigation and criminal prosecution. Children who have experienced serious physical abuse are also supported within the MDC. MDCs provide highly specialised support and coordinated access to justice within an integrated, seamless environment.

1. POSITION REQUIREMENTS

Development and delivery of training programs

- 1.1 Deliver training to participants both as a sole trainer and lead co-facilitator.
- 1.2 Develop and review Barwon CASA/Minerva training materials and resources to ensure consistency, currency and alignment with best practice regarding preventing and responding to violence against women.
- 1.3 Consult with staff to contribute to the design, development and delivery of new training modules.
- 1.4 Identify opportunities for new training modules.

Program administration, systems and reporting

- 1.5 Prepare training participant resource kits, including the regular review and update of relevant material.
- 1.6 Collect and collate training participant feedback on training delivered by Barwon CASA/Minerva.
- 1.7 Contribute to the maintenance of a database of stakeholders and organisations for the dissemination of future training information.
- 1.8 Contribute to the review and improvement of training delivery and the systems supporting effective training delivery.
- 1.9 Participate in the evaluation of training programs.

Organisational Responsibilities

- 1.10 Participate in staff and program meetings, supervision, training and professional development.
- 1.11 Participate in continuous quality improvement and development of best practice.
- 1.12 Comply with relevant social and legal policy, as required
- 1.13 Participate in other activities and meetings relevant to Barwon CASA/Minerva.



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MINERVA

**COMMUNITY
SERVICES**

2. KEY SELECTION CRITERIA

Your application must address the following:

Essential Qualifications and Experience

- 2.1 Relevant tertiary qualifications in health promotion, social work, gender studies or public health.
- 2.2 Minimum two years relevant experience post qualification.
- 2.3 Certificate IV in Training and Assessment.

Essential Skills and Knowledge

- 2.4 An informed and evidence based knowledge and understanding of the determinants of violence against women and children including the frameworks for the primary prevention of violence against women, early intervention and response.
- 2.5 Extensive experience in designing, developing and delivering professional training programs and community education programs.
- 2.6 Broad knowledge, deep understanding and ability to provide specialist knowledge and subject matter expertise in relation to gender based violence, sexual and family violence and to communicate, liaise and negotiate with other relevant professionals in this regard.
- 2.7 Highly developed presentation, communication and interpersonal skills in representing the organisation and as suited to the audience, including the ability to undertake public speaking, deliver training and co-facilitation in a range of settings.
- 2.8 Capable writing skills including demonstrated ability to develop or coordinate content material, maintain data bases, conduct evaluations and provide professional reports.
- 2.9 Ability to participate in discussion of current issues and identify events or trends in political and social context relevant to violence against women and bring these to the attention of the organisation.
- 2.10 Able to prioritise and be solution focussed as associated with own work and assume responsibility for relevant projects and deliverables.
- 2.11 Ability to develop and maintain respectful relationships, appreciate diversity, respond calmly and articulate a sound and informed position.
- 2.12 Demonstrated ability to work autonomously, engage harmoniously and co-operatively with peers and understand accountability to the organisation.
- 2.13 Demonstrated commitment to a learning culture, continuous quality improvement and an ability to be flexible in a changing environment.

3. OTHER

- 3.1. Commitment to the vision, philosophy, aims and objectives of Barwon CASA/Minerva.
- 3.2. Commitment to continuous quality improvement and cultural equity in service delivery.
- 3.3. Current Victorian Driver's Licence.



Referees

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

Period of Appointment

This position is ongoing, dependent on the continuation of funding to the service.

Hours of Work

- The position is part-time.
- Location of the position is at the Geelong office or at an outreach location as required.
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm between Monday and Friday.
- Days worked will be based on the needs of the service being undertaken.
- Flexibility in working hours will be required from time to time as the need arises.

Salary and Conditions

- Industrial Instrument: *Barwon CASA Enterprise Agreement 2013*.
- Classification: Administrative Employee Level 3.
- Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap.
- Superannuation: Paid in accordance with superannuation legislation and *Barwon CASA Enterprise Agreement 2013* the Default Fund is First State Super or alternate fund Hesta.
- Probationary Period - 6 months with a review conducted during this time.

Employee Responsibility – Prior to Commencement

Employee expense:

- Valid Working with Children Check
- National Police Records Check – renewal required every 3 years.

Position Requirements

This position description is subject to review and may change in accordance with the needs of Barwon CASA/Minerva, our operation, our clients and our stakeholders.

4. APPLICATION REQUIREMENTS

Applications will only be considered that provide a written response to Key Selection Criteria.